

SAMPLE FY 2014 PROJECT WORK PLAN PROGRESS REPORT

The FY 2014 Project Work Plan Progress Report must detail the progress to date. See below for a summary of items that will pre-populate. For the purpose of this sample, the Management focus area was selected.

Target Audience: Health Centers Serving Special Populations
Core Function A – Program Requirements
<p>Focus Area - Management: Provide T/TA on workforce recruitment and retention of health center staff (e.g., health center managers, providers/staff) and board members.</p> <p>Develop and implement a workforce training/technical assistance plan to support special population health center recruitment and retention efforts, including strategies focused on health center managers, providers/staff, and board members.</p> <p><i>This information will prepopulate from the FY 2014 Project Work Plan negotiated with your Project Officer and will be locked.</i></p>
<p>Key Factors: <i>Identify a minimum of 2 and a maximum of 5 key factors impacting the selection of activities to be conducted under this focus area, citing data sources utilized in the selection (e.g., needs assessments, focus groups). Include at least one contributing and one restricting factor. (Maximum 500 characters)</i></p> <ol style="list-style-type: none">1. Restricting: Health centers experience high staff turnover due to a variety of reasons which impacts their ability to provide primary care services to their patient population. Health centers with consistent workforce shortages need technical assistance in leveraging their available resources effectively.2. Contributing: The steady growth of federally funded health centers over the past five years and the implementation of the Affordable Care Act has increased the demand for qualified and trained health center managers, staff, and board members. <p><i>This information will prepopulate from the FY 2014 Project Work Plan negotiated with your Project Officer and will be locked.</i></p>
<p>Activity 1: <i>Identify the major T/TA Activities planned for the first year of the proposed project period of July 1, 2014 through June 30, 2015 (limit 200 characters).</i></p> <p>Conduct a comprehensive needs assessment with health center managers, providers, staff, and board members via telephone, e-mail, web, and face-to-face meetings to develop a workforce recruitment and retention plan.</p> <p><i>This information will prepopulate from the FY 2014 Project Work Plan negotiated with your Project Officer and will be locked.</i></p>

Person / Area Responsible (Maximum 500 characters)	Time Frame (Maximum 500 characters)	Expected Outcome (Maximum 500 characters)	Comments (Maximum 1,500 characters)	Progress (Maximum 1,500 characters)
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Activity 2: <i>Identify the major T/TA Activities planned for the first year of the proposed project period of July 1, 2014 through June 30, 2015 (limit 200 characters).</i> Develop a comprehensive educational module for health center staff focused on the areas of staff motivation, communication guidelines, and time management.				
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Evaluative Measure 1: How many formal training/technical assistance sessions are planned (e.g., planned and structured training/technical assistance sessions with specific objectives and outcomes, to include virtual and on-site sessions)?	Goal: <i>End of Project Period goal.</i>	<i>This information will prepopulate from the FY 2014 Project Work Plan negotiated with your Project Officer and will be locked.</i>
	Current Value:	<i>Provide number of sessions held to date.</i>
	Narrative Progress Towards Goal:	<i>Provide narrative details of progress toward end of Project Period goal.</i> <i>Maximum 1,500 Characters</i>
Evaluative Measure 2: How many health center representatives will be trained?	Goal: <i>End of Project Period goal.</i>	<i>This information will prepopulate from the FY 2014 Project Work Plan negotiated with your Project Officer and will be locked.</i>
	Current Value:	<i>Provide number of health representatives trained to date.</i>
	Narrative Progress Towards Goal:	<i>Provide narrative details of current progress toward end of Project Period goal.</i> <i>Maximum 1,500 Characters</i>
Evaluative Measure 3: Based on surveys administered to health center representatives at trainings, how well will health center representative	Goal: <i>End of Project Period goal.</i>	<i>This information will prepopulate from the FY 2014 Project Work Plan negotiated with your Project Officer and will be locked.</i>

report that the training/technical assistance met the stated objectives?	Current Value:	<i>Provide number value based on survey feedback to date. The value entered must be between 1.00 and 4.00.</i>
	Narrative Progress Towards Goal:	<i>Provide narrative details of current progress toward end of Project Period goal.</i> <i>Maximum 1,500 Characters</i>
	Goal: <i>End of Project Period goal.</i>	<i>This information will prepopulate from the FY 2014 Project Work Plan negotiated with your Project Officer and will be locked.</i>
Evaluative Measure 4: Based on surveys administered to health center representatives at trainings, how likely will health center representatives be to apply information from the training/technical assistance in their Health Center Programs/organizations?	Current Value:	<i>Provide number value based on survey feedback to date. The value entered must be between 1.00 and 4.00.</i>
	Narrative Progress Towards Goal:	<i>Provide narrative details of current progress toward end of Project Period goal.</i> <i>Maximum 1,500 Characters</i>

Expected Impact: Describe the ultimate outcome (expected impact) of all activities under this focus area.

Special population health centers will develop and implement a strategy to support recruitment and retention efforts of qualified health center managers, providers, staff, and board members.

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Expected Impact Progress Narrative:

Provide narrative details of current progress toward Expected Impact.

(Maximum 1,500 characters)